

Module 5

Workforce Relations Using the Modern DCPDS

Module Overview

Purpose The purpose of this module is to familiarize you with using the modern DCPDS to administer Workforce Relations.

Module Contents

Module Overview	0-1
Chapter 1: Performance Plans	1-1
Chapter 2: Performance Appraisal Information	2-1
Quick Guide	2
Entering Performance Appraisal Data	2
Adding a Performance Appraisal	5
Entering Nonappropriated Fund Appraisal Data	6
Entering Air Force Technical Appraisal Data	8
Processing Mass Appraisals	9
Chapter 3: Award Information	3-1
Entering a Monetary Award	2
Entering a Non-Monetary Award	6
Correcting Existing Award Data	10
Deleting Non-Monetary Award Data	12
Processing Mass Awards	13
Previewing Your Action	17
Changing Your Action	19
Legal Authority Codes and Remarks	20
Processing “Executing” the Award	21
Chapter 4: Adverse Actions and Reprimands	4-1
Preparing an RPA for Adverse Actions	2
Documenting Adverse Actions	8
Documenting Reprimands	12

Continued on next page

Module Overview, Continued

See also



- Module 1, Fundamentals of the Modern DCPDS
 - Module 3, Processing Requests for Personnel Actions Using the Modern DCPDS
 - Module 6, Administering Pay, Benefits, and Entitlements Using the Modern DCPDS
-